

**Date Posted:** 03/19/2015  
**Department:** Clerk and Recorder  
**Job Title:** Motor Vehicle/Title Clerk

Location: Kiowa, CO  
Salary: \$2511.60/Month

\*This position will close on the 9<sup>th</sup> of April, 2015 at 5:00 p.m.\*

**Elbert County is an Equal Opportunity Employer**

If interested, please submit applications and resumes to:

Elbert County Office of Administrative Services  
Attention: Kelly Moore  
215 Comanche St.  
PO Box 7  
Kiowa, CO 80117

Or email:  
[kelly.moore@elbertcounty-co.gov](mailto:kelly.moore@elbertcounty-co.gov)

If you have any questions please contact Kelly Moore at (303) 621-3157

**ELBERT COUNTY GOVERNMENT**  
**Clerk and Recorder**  
**JOB DESCRIPTION**

**JOB TITLE: Motor Vehicle/Title Clerk**

---

**EXEMPT: Non-Exempt**  
**SALARY: \$30139.20/annual**

**DEPT: Clerk and Recorder**

**PREPARED BY: Clerk and Recorder**  
**APPROVED BY: Clerk and Recorder**

**DATE ORIGINATED: 3/2015**  
**DATE REVISED: N/A**

---

**DEFINITION OF WORK:**

This position performs a variety of difficult and responsible duties relating to the department. Processes transactions involving numerous steps, such as review of documents, determination of regulatory or procedural compliance, verification of data, data entry, computation and collection of fees, chronicle, completion and indexing of affiliated forms. Deals with the general public in person, by telephone, and by letter. Performs specialized and independent functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(The following examples are illustrative only and are not intended to be all-inclusive)*

- Has working knowledge of motor vehicle laws and regulations and must keep up with these laws and regulations, as they change constantly.
- Data entry on end of day spreadsheet in computer.
- Gives technical information to the public by phone and in person.
- Reviews mortgage paperwork, auto title applications, and mailed-in tax papers for accuracy and adequacy; confirms and verifies notarization, signatures, tax receipts and other official information.
- Notifies owner when vehicle paperwork is being held for sales tax; notifies lienholders and dealers for discrepancies in paperwork.
- Balance cash drawer and reconcile with daily reports.
- Determines legality and acceptability of documents submitted for application for Colorado automobile titles; issues license plates/tabs.
- Maintains license plate and tab inventory; order plates.
- Maintains county owned vehicle titles and registration records.
- Extracts, prints and mails title complete cards.
- Audits and orders supplies which includes; different types of computer paper, ribbons or cartridges and several different styles of forms.
- Files, maintains and monitors hard copies of motor vehicle registrations.
- Performs all other duties as required.
- Elections; registers people to vote, assists with elections as needed.

**OTHER DUTIES:**

- Performs other duties as assigned

**QUALIFICATION REQUIREMENTS:**

Working knowledge of:

- State link computer system-hardware, software, programs and procedures.
- Office machines; computers, printers, copiers, fax machine and calculator.
- Software; state motor vehicle system, spreadsheet and word processing
- Extensive knowledge of English language, oral and written.

Skill of:

- Proficiency in office management procedure.
- Effectively interact with internal staff, citizens, and both state and federal government agencies.

Ability to:

- Analyze various and multiple transactions and procedures and give positive direction.
- Deal effectively and courteously with fellow employees and with the general public.
- Receive and follow written and oral instruction – implement and convey to other employees.
- Accurately make cash change and balance daily reports.
- To operate general office equipment, personal computer and a motor vehicle.

**WORK ENVIRONMENT:**

Fast paced office setting involving extended sitting. Local travel at times. Daily interaction with the public and other clerks.

**PHYSICAL REQUIREMENTS FOR POSITION:**

Grade Scale: At All Times/ Frequently/ Occasionally/ Never

Driving: Occasionally

Balancing: Frequently

Bending/Stooping: Frequently

Twisting: Frequently

Squatting/Crouching: Frequently

Kneeling: Frequently

Crawling: Frequently

Climbing Stairs: Frequently

Climbing Ladders: Occasionally

Reaching at shoulder level: Frequently

Reaching below shoulder level: Frequently

Reaching above shoulder level: Frequently

Standing/Walking: Frequently

**Position requires sitting for extended periods of time.**

Lifting: 30lbs minimum 50 lbs maximum

Carrying: 30lbs minimum 50 lbs maximum

Push/Pull: 30 lbs minimum 50 lbs maximum

\*This position will require individual to pass a criminal background check